Justify Your Attendance at the 2017 EASFAA Conference

Date

Dear [First Name]:

Keeping up with the ever-changing laws and regulations that govern the Title IV student financial aid programs has become increasingly difficult. With the budget battles in Congress and the increase in audits announced by the U.S. Department of Education, it is vital that we in the financial aid office stay up-to-date and learn how to implement any changes to the student aid programs so [your institution] remains in compliance. For this reason, I am proposing that I attend the annual meeting of the Eastern Association of Student Financial Aid Administrators, being held May 7-10, 2017 in Burlington, VT.

The EASFAA Conference will provide me with valuable, updated information on the student aid programs and, most importantly, how to implement any changes to better serve our students – a vital training and professional development opportunity that cannot be gained anywhere else.

On the attached agenda, I have identified several key sessions that I will have the opportunity to attend during the conference.

Hundreds of financial aid professionals from the north east region attend the EASFAA Annual Conference each year to learn, network, and share best practices. In addition to my peers, I will have full access to the U.S. Department of Education, where I can ask specific Title IV questions. The EASFAA conference is far less crowded than the FSA conference and provides me access to Department of Education staff. I will also have the opportunity to learn about product and software innovations so I can evaluate the state of our current processes, software, and vendors.

The cost to send me to the conference is:
Registration
Airfare
Hotel
Meals
Total Cost:

I hope you agree that the EASFAA Conference is a good investment of time and resources that will benefit the financial aid office, the institution, and our students greatly. I'd like your approval to register today.

Thank you for considering this request.

[your name here]